

APRIL 6, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On April 8, 2015, staff attended a meeting with consultants for the proposed Historic Central Avenue Business Improvement District.

Staff attended the Executive Management meeting on April 8, 2015.

On April 10, 2015, staff attended the ClerkSTAT and LA BID Consortium meetings.

One Public Records Act Requests was processed.

APRIL 9, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On April 8, 2015, staff participated in conference calls with consultants for the proposed Historic Central Avenue Business Improvement District.

Staff attended the Executive Management meeting on April 8, 2015.

On April 10, 2015, staff attended the ClerkSTAT, LA BID Consortium and Quarterly Division Head meetings.

One Public Records Act Requests was processed.

APRIL 20, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On April 19, 2015, Council adopted the reconfirmation of assessments for the Los Feliz, and Wilmington Business Improvement Districts; modification for the Arts District Los Angeles, and the Annual Planning Reports for the Brentwood Village, Canoga Park, Downtown Center, South Los Angeles Industrial Tract, and Sunset and Vine Business Improvement Districts.

Staff attended the Executive Management meeting on April 22, 2015.

On April 23, 2015, staff met with the consultant for Central Avenue Business Improvement District.

One Public Records Act Requests was processed.

APRIL 27, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On April 28, 2015, the Ordinance of Intention was forwarded to the City Attorney for the renewal of the Los Angeles Tourism Marketing District and Ordinance of Establishments for the Arts District Modification, Wilmington and Los Feliz Business Improvement Districts' reconfirmation of assessment.

On April 29, 2015, staff met with the CAO relative to the City's Livability concerns.

Staff attended the Executive Management meeting on April 29, 2015.

On April 29, 2015, staff mailed notices of data submission June 1, 2015 due date to the property-based business improvement districts (30).

On April 30, 2015 staff is scheduled to conference with the consultants for the South Los Angeles Industrial Tract renewal and proposed Central Avenue Business Improvement Districts.

On April 30, 2015, staff attended the Budget and Finance Committee meeting relative to the FY2015-16 budget hearings.

Two Public Records Act Requests were processed.

AUGUST 3, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

Staff attended the Clean Streets Initiatives Working Group Meeting on August 3, 2015.

On August 4, 2015, hearing protests relative to the establishment of the South Los Angeles Industrial Tract and the Old Granada Village Business Improvement Districts were held in Council. A majority protest was not found for either BID. The South Los Angeles Industrial Tract weighted ballot tabulation passed with 63.52% in favor and Old Granada Village passed with 80.71% in favor.

On August 5, 2015, the tabulation results were announced and Council adopted the Ordinances of Establishment for both the South Los Angeles Industrial Tract and Old Granada Village Business Improvement Districts.

The 2015 administrative contract for the Wilmington Commercial Merchant-Based Business Improvement District was mailed out on August 5, 2015.

Staff submitted assessment data for the Hollywood Media, South Los Angeles Industrial Tract and Old Granada Village Business Improvement Districts to the Los Angeles County for placement on FY 2015-2016 Secured Tax Roll.

The Ordinance of Intention to renew the annual levy of assessment for Chatsworth Business Improvement District (Merchant-Based) was submitted to the City Attorney for approval on August 4, 2015. The 2015/2016 Annual Report is under review. The next step will be to submit the City Clerk report for Council Committee consideration.

On August 5, 2015, staff attended the N&BID Executive Meeting.

The proposed Central Avenue Business Improvement District reached 51.20% petition level. The Ordinance of Intention is signed. The next step will be to submit the City Clerk report for Council Committee consideration.

Two Public Records Act Requests (Lien Letters) were processed.

AUGUST 10, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

The City Clerk Report, Ordinance of Intention and 2015/2016 Annual Report for the Chatsworth Business Improvement District (Merchant-Based) to renew the annual levy of assessment were submitted to Council and Public Services for scheduling at Council Committee.

The 2015/2016 Annual Planning Report for the Los Angeles Tourism Marketing District was submitted to Council and Public Services for scheduling at Council Committee.

Staff processed reconciliations to the assessment data submitted to the Los Angeles County Assessor for placement on FY 2015-2016 Secured Tax Roll.

On August 12, 2015, staff attended the N&BID Executive Meeting.

On August 13, 2015, staff attended the Clerk Stat Meeting.

On August 13, 2015, the BID Consortium will be hosting a round table discussions on BID operations.

The City Clerk Report, Ordinance of Intention, Management District Plan and Engineer's Report for the proposed Central Avenue Business Improvement District were submitted to Council Public Services for scheduling at Council Committee. The operating period for this new/proposed BID is January 1, 2016 to December 31, 2020.

Staff met with consultant to review the 2nd draft of the Management District Plan and Engineer's Report for the Westwood BID renewal.

Staff researched information related to the discovery request in the case of the Los Angeles Catholic Worker, et al vs. City of Los Angeles (Case No. CV 14-07344PSG).

Two Public Records Act Requests (Lien Letters) were processed.

AUGUST 17, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On August 17, 2015, Council adopted the Ordinance of Establishment for the Los Angeles Tourism Marketing District Business Improvement Districts.

On August 17, 2015, staff met with CD 12 staff relative to the Chatsworth Business Improvement District and insurance requirements.

Staff met with CD 15 staff relative to discussions of a potential business improvement district on Gaffey Street in the San Pedro area of the City.

Staff continues to reconcile assessment data with the county Assessor's Office for the 2016 assessments.

On August 19, 2015, staff attended the N&BID Executive Meeting.

Staff met with the consultant for the proposed Venice Beach Business Improvement District to review the Management District Plan and Engineer's Report.

AUGUST 24, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On August 25, 2015, the Economic Development Committee approved the Annual Report for reconfirmation of Assessments for the Chatsworth merchant-based Business Improvement District and the Annual Planning Report for the Los Angeles Tourism Marketing District Business Improvement District.

On August 25 –26, 2015, staff attended the Government IT Summit and learned of several apps which could be implemented for the Neighborhood and Business Improvement District Division.

On August 27, 2015, staff met with the consultant to review the proposed Venice Beach Business Improvement District Management District Plan and Engineer's Report.

Staff continues to reconcile assessment data with the county Assessor's Office for the 2016 assessments.

On August 26, 2015, staff attended the N&BID Executive Meeting.

The Los Feliz merchant-based Business Improvement District contract was attested.

AUGUST 31, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On September 2, 2015, the Council adopted the Ordinance of Intention for the proposed Central Avenue Business Improvement District; the Annual Report for reconfirmation of Assessments for the Chatsworth merchant-based Business Improvement District and the 2015 Annual Planning Report for the Los Angeles Tourism Marketing District Business Improvement District.

Staff continues to reconcile assessment data with the county Assessor's Office for the 2016 assessments.

On September 1, 2015, staff met with the consultant to review the proposed Venice Beach Business Improvement District Management District Plan and Engineer's Report.

On September 2, 2015, staff met with the consultant to review the Management District Plan and Engineer's Report for renewal of the Westwood Business Improvement District.

On September 2, 2015, staff attended the N&BID Executive Meeting.

DECEMBER 4, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

The 2016 Annual Planning Reports for the following Business Improvement Districts were submitted to Council and Public Services for scheduling at Committee and Council: Greater Leimert Park, Highland Park, Larchmont Village, Melrose, Westwood and San Pedro Historic Waterfront.

On December 1, 2015, invoices totaling \$418,166.22 for the newly established South Park II Business Improvement District were mailed to property owners.

On December 2, 2015, staff attended the Special Meeting of the Ad Hoc On Comprehensive Job Creation Plan Committee relative to the Motion (Fuentes - Blumenfield) instructing the City Clerk, with the assistance of the Economic and Workforce Development Department and the City Attorney, to report relative to Business Improvement District best practices, legal issues, and policy restrictions.

The Technical Research Unit continues to review data for the proposed Hollywood Western Business Improvement District, research refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts and research returned mail for Chatsworth and Wilshire Center Merchant-based Business Improvement Districts.

One lien letter was processed.

On December 3, 2015, staff attended the End of Year Celebration Party.

DECEMBER 7, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

The 2016 Annual Planning Reports for the following Business Improvement Districts were submitted to Council and Public Services for scheduling at Committee and Council: Wilshire Center, Greater Leimert Park, Highland Park, Larchmont Village, Melrose, Westwood and San Pedro Historic Waterfront.

On December 9, 2015, staff attended holiday lunch.

On December 11, 2015, staff submitted the final draft of the response to the Motion (Fuentes – Blumenfield) requesting identification of the best practices of business improvement districts across the country.

The Technical Research Unit continues to review data for the proposed Hollywood Western Business Improvement District and research refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

The Accounts Receivable Unit continues to process returned mail from the invoice mailing for Chatsworth Business Improvement District.

DECEMBER 14, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On December 14, 2015, staff met with proponents for a proposed Gaffey Street Business Improvement District in San Pedro with representatives of Council District 15. CD 15 is opting to hire a consultant for outreach to property owners.

The Ordinance reconfirming assessments for the Wilshire Center Business Improvement District's 2016 fiscal year was adopted by Council on December 15, 2015.

On December 15, 2015, staff met to address requests for installments for the new South Park II Business Improvement District's invoices due on December 30, 2015 and to authorize two installment payments in anticipation of similar concerns for the new Central Avenue Business Improvement District. Letters will be mailed out on December 17, 2015 for both Business Improvement Districts.

Staff attended the Fraud Awareness and Security Training facilitated by the Offices of Finance, Controller, ITA and LAPD on December 16, 2015. The discussion included how to spot counterfeit bills and how to avoid identity theft.

On December 16, 2015, staff attended the Executive Meeting for the Neighborhood and Business Improvement District Division.

On December 17, 2015, staff attended the Election Division holiday luncheon.

Staff met with the consultant to review the Management District Plan and Engineer's Report for the proposed Hollywood Western Business Improvement District on December 17, 2015.

On December 18, 2015, staff submitted the final draft of the response to the Motion (Fuentes – Blumenfield) requesting identification of the best practices of business improvement districts across the country.

The Technical Research Unit continues to review data for the proposed Hollywood Western Business Improvement District and research refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

DECEMBER 21, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On December 21, 2015, the administration contract for the operating period 2016 - 2020 of the newly established Pacific Palisades Business Improvement District, was attested and mailed to the District.

On December 21, 2015, the Encino Commons Business Improvement District reached a petition level of 50.25 % to renew the District for the operating period beginning January 1, 2016 – December 31, 2020.

Staff completed the mandatory Fraud, Waste and Abuse training on December 22, 2015.

The 2016 Annual Planning Reports for 15 Districts were submitted to Council and Public Services for scheduling at Committee and Council.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

One lien letter was processed.

Several staff members are on vacation this week for the Christmas Holidays.

DECEMBER 28, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On December 29, 2015, the following reports were submitted to the City Attorney for approval as to form and legality: the administration contract for the operating period 2016 - 2020 of the renewed Old Granada Village Business Improvement District and the Ordinances of Intention for the Los Feliz Village Merchant-based District and the Encino Commons Property-based District.

The 2016 Annual Planning Reports for 19 Districts were submitted to Council and Public Services for scheduling at Committee and Council. Analysts continue to review Reports for the other Districts.

The Technical Research Unit continues to research data for refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

Several staff members are on vacation this week for the New Year Holiday.

FEBRUARY 2, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On February 3, 2015, the Council adopted the reconfirmation of assessments for the Little Tokyo Business Improvement District and the 2015 Annual Planning Reports for the Lincoln Heights Industrial Zone, Byzantine Latino Quarter – Pico, Gateway to L.A., Greater Leimert Park Village/Crenshaw Corridor, East Hollywood, Historic Water front San Pedro, Greater Chinatown, Figueroa Corridor, and Highland Park Business Improvement Districts.

Staff met with the Consultant to review the Management District Plan and Engineer's Report for the proposed Pacific Palisades Business Improvement District on February 4, 2015.

The Neighborhood and Business Improvement District Division met on February 3, 2015 to discuss the Arts District Refund and questions which may arise from the affidavit mailing.

On February 3, 2015, staff attended a meeting with Councilmember Mike Bonin to discuss the proposed Venice Beach Business Improvement District.

On February 4, 2015 staff attended a meeting relative to the proposed Central Avenue Business Improvement District.

On February 4, 2015, a report in response to the Fuentes Motion was submitted to Council and Public Services.

On February 4, 2015, the report requesting legal changes for the Business improvement District Program was submitted to executive management.

Staff attended the Executive Management meeting on February 4, 2015.

One Public Records Act Request was processed.

FEBRUARY 9, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

Staff compiled and submitted a Billing and Collection Activity Report listing the totals of government assessments, property-based and merchant-based business improvement district assessments by BID for the years 2013, 2014, 2015 for the Revenue Management Committee.

On February 8, 2015, the staff toured the boundaries of the proposed South Park II Business Improvement District.

Staff met with CAO relative to the Livability Project on February 10, 2015.

On February 11, 2015, staff met with the consultant to review the third draft of the Management District Plan and Engineer's Report for the Gateway to LA Business Improvement District renewal.

Staff attended the Executive Management meeting on February 11, 2015.

On February 12, 2015, staff attended the LA BID Consortium meeting.

Staff attended the ClerkStat meeting on February 12, 2015.

One Public Records Act Request was processed.

FEBRUARY 16, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On February 17, 2017, Council held the public hearing for the renewal of the Sherman Oaks Business Improvement District and adopted the Ordinance of Establishment on February 18, 2017.

On February 18, 2015, the staff attended a meeting on the Livability Project and Clean Streets.

On February 18, 2015, staff met with the proponents and consultant for the proposed Central Avenue LA Business Improvement District.

Staff attended the Executive Management meeting on February 18, 2015.

Arts District Refund: 210 Affidavits returned and can be processed; 25 Returned to claimant for correction; 2 pending further research and 8 returned mail.

FEBRUARY 23, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On February 24, 2017, the Economic Development Committee approved the 2015 Annual Planning Reports for the Fashion District, Encino Commons, Old Granada Village, and Melrose Business Improvement Districts.

Staff had orientation meeting with new LATMD personnel on February 24, 2015.

On February 25, 2105, a meeting was held relative to payments for Arts District refund and accounting procedures.

On February 26, 2015, the staff attended a meeting relative to a sidewalk program for the Southpark Business Improvement District.

Staff attended the Executive Management meeting on February 25, 2015.

JANUARY 5, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

The public hearing was held for the reconfirmation of the Wilshire Center Business Improvement District assessment is scheduled for the January 7, 2015 Council meeting. Council adopted a Transportation Committee report requesting the status of the proposed Hollywood Route 66 Business Improvement District.

January 7, 2015, staff attended a meeting relative to the proposed Central Avenue business improvement district.

Staff attended the Executive Management meeting on January 7, 2015.

Staff attended the ClerkStat meeting on January 8, 2015

Staff attended the LA BID Consortium meeting on January 8, 2015.

2015 Annual Planning Reports: 26 of 29 reports were received.

Two Public Records Requests were processed.

JANUARY 12, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

The Neighborhood and Business Improvement District Division commends the Los Angeles Tourism Marketing District on its success in improving tourism in Los Angeles. Please note attached LAWA News release.

January 13, 2015, staff attended a meeting with the consultant to review the Management District Plan and Engineer's report for the proposed South Park II Business Improvement District.

Staff tested the new affidavit refund portion of the BID Module for the Arts District disestablishment refund on January 13, 2015 and mailed the affidavits on January 16, 2015 with a February 13, 2015 deadline for return.

Staff met with the LA BID Consortium Chair relative to the proposed grant for BIDs and State of the BIDs funding on January 13, 2015.

January 13, 2015, staff met with Council District 11 deputies to discuss status of proposed Venice Beach Business Improvement District.

Staff attended the Executive Management meeting on January 14, 2015.

Staff attended the Gateway to LA Board meeting on January 16, 2015

Two Public Works Commissioners (Matt Szabo and Barbara Romero) and Assistant Director, Street Services (Ron Olive) attended the LA BID Consortium meeting on January 8, 2015. They commended the BIDs for their work and mentioned programs that are in the works in Public Works. (Green Streets and Sidewalk repair funds included in the budget for 2015-16). The Consortium requested PW to implement a notification system for projects to ensure that the BIDs can notify their stakeholders and avoid competing projects.

Systems Division placed into production the Affidavit for Refunds in the BID Module.

2015 Annual Planning Reports: 26 of 29 reports were received.

Two Public Records Act requests were processed.

JANUARY 19, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

January 22, 2015, staff attended a meeting with the consultant to review the Management District Plan and Engineer's report for the Los Angeles Tourism Marketing District renewal.

Staff had a conference call with the LA BID Consortium Chair relative to the DWP MOU funding on January 20, 2015.

January 20, 2015, staff met with the Consultant to discuss the status of proposed Venice Beach Business Improvement District and data collection for the State of the BIDs.

Staff prepared letter to State of California relative to none payment of Courthouse parcel assessments.

Staff attended the Executive Management meeting on January 21, 2015.

Systems created a generic email address for the Division Clerk.NBID@lacity.org.

2015 Annual Planning Reports: 28 of 29 reports were received.

JANUARY 26, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On January 27, 2015, a conference call was held with staff from New York City's Small Business Services inquiring about City of Los Angeles business improvement district establishment process.

The Economic Development Committee approved the reconfirmation of assessments for the Little Tokyo Business Improvement District and the 2015 Annual Planning Reports for the Lincoln Heights Industrial Zone, Byzantine Latino Quarter – Pico, Gateway to L.A., Greater Leimert Park Village/Crenshaw Corridor, East Hollywood, Historic Water front San Pedro, Greater Chinatown, Figueroa Corridor, and Highland Park Business Improvement Districts.

The City Clerk mailed a letter to the State Judicial Counsel relative to the authority for assessments and requested payment of unpaid courthouse assessments for the San Pedro and Hollywood Entertainment Business Improvement Districts.

Staff attended a meeting at the California Mart relative to the Fashion District on January 27, 2015.

On January 28, 2015 staff attended a meeting relative to the proposed Central Avenue Business Improvement District.

On January 28, 2015, a meeting was held with the LA BID Consortium Chair and Economic and Workforce Development Department (EWDD) relative to assistance to business improvement districts.

Staff attended the Revenue Management Committee meeting on January 29, 2015.

January 29, 2015, staff met with the Consultant to review the SLAIT Business Improvement District renewal documents.

Staff attended the Executive Management meeting on January 28, 2015.

One Public Records Act Request was processed.

JULY 6, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On July 6, 2015, staff attended the Clean Streets Initiatives Working Group meeting.

On July 7, 2015, a teleconference was held to review the Management District Plan and Engineer's Report for the proposed Central Avenue Business Improvement District.

Parcel data information was submitted to the County Assessor on July 7, 2015.

On July 8, 2015, staff met with Systems Division to discuss the creation of templates with pop-up boxes and adding them to the BID Module.

On July 8, 2015, staff attended the N&BID Executive Meeting.

On July 9, 2015, staff attended the LA BID Consortium meeting.

On July 9, 2015, staff attended the ClerkSTAT meeting.

One Public Records Act Request (Lien Letter) was processed.

JULY 13, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On July 14, 2015, a teleconference was held to review the Management District Plan and Engineer's Report for the Encino Business Improvement District renewal.

On July 15 - 16, 2015, staff attended the N&BID Innovation and Process Mapping meeting.

On July 15, 2015, staff attended the N&BID Executive Meeting.

Staff met with the consultant to review the first draft of the Management District Plan and Engineer's Report for the Westwood Business Improvement District renewal.

The Student Professional Workers are assisting staff in organizing their files and cubicles and processing boxes for records retention.

One Public Records Act Request (Lien Letter) was processed.

JULY 20, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

Staff submitted assessment data for 25 Business Improvement Districts totaling \$22,604,223.67, to the Los Angeles County for placement on FY 2015-2016 Secured Tax Roll.

Staff attended the Clean Streets Initiatives Working Group Meeting on July 20, 2015.

On July 21, 2015, staff met with the proponent group for the Hollywood Western BID to conduct interviews and select a consultant for the proposed BID.

On July 22, 2015, a teleconference was held to review the Management District Plan and Engineer's Report for the Westwood Business Improvement District renewal.

On July 22, 2015, staff attended the N&BID Executive Meeting.

One Public Records Act Request (Lien Letter) was processed.

JULY 27, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On July 28, 2015, the Council adopted the 2013-14 Annual Planning Report for the Los Angeles Tourism Marketing District Business Improvement District and held the public hearings for the Gateway to LA renewal and the proposed South Park II Business Improvement Districts. The Gateway to LA weighted ballot tabulation passed with 82.13% in favor and South Park II passed with 85.39% in favor.

Staff meeting was held on July 28, 2015 to brainstorm ideas for innovating the Neighborhood and Business Improvement District Division to the level of New York and San Francisco.

On July 29, 2015, the Council adopted the Ordinances of Establishment for the Gateway to LA and South Park II Business Improvement Districts.

Staff submitted assessment data for the Fashion District Business Improvement District to the Los Angeles County for placement on FY 2015-2016 Secured Tax Roll.

On July 30, 2015, a teleconference was held to review the Management District Plan and Engineer's Report for the proposed Venice Beach Business Improvement District.

On July 29, 2015, staff attended the N&BID Executive Meeting.

The proposed Central Avenue Business Improvement District reached 50.32% petition level. The Ordinance of Intention is signed. The next step will be to submit the City Clerk report for Council Committee consideration.

The consultant contract was processed and mailed to Urban Place Consulting for the proposed Hollywood Western Business Improvement District on July 30, 2015.

Two Public Records Act Requests (Lien Letter) were processed.

JUNE 1, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On June 2, 2015, staff attended the Great Streets for LA meeting at LADOT.

On June 2 & May 28, 2015, staff requested the Economic Development Committee to waive consideration of the South Los Angeles Industrial Tract (Goodyear) Business Improvement District renewal documents for Council consideration of the matter before the County data submission deadline and to waive consideration of corrected Ordinance of Intention for the Los Angeles Tourism Marketing District Business Improvement District renewal

The Request for Proposal was released and uploaded on BAVN to select a consultant for the proposed Hollywood Western Business Improvement District.

On June 2, 2015 Taneda Larios accepted the Management Analyst II position.

On June 3, 2015, meetings were held to review the Management District Plan and Engineer's Report with the consultants for establishment of the proposed Central Avenue and renewal of the Granada Hills Business Improvement Districts.

JUNE 8, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

Staff attended the Clean Streets Initiatives Working Group Meeting on June 8, 2015.

A pre-proposal conference was held on June 9, 2015 for the proposed Hollywood Western business improvement district.

On June 9, 2015, the Economic Development Committee approved the renewal of the South Los Angeles Industrial Tract (Goodyear) Business Improvement District and Annual Planning Reports for the San Pedro Historic Waterfront, Hollywood Entertainment and Lincoln Heights Business and Community Benefit District, Westchester Town Center, Business Improvement Districts.

On June 9, 2015, staff met with the CAO relative to the Clean Streets Initiative and best practices for BIDs.

On June 10, 2015, the Los Angeles Tourism Marketing District public hearing for renewal was held in Council with plans to introduce a Rule 16 Motion on June 12, 2015 to repeal the old ordinance and adopt the corrected ordinance with new public hearing dates.

On June 10, 2015, staff attended the Innovation Award and N&BID Executive Meetings.

Staff attended the ClerkSTAT meeting and discussed the status of proposed and renewal business improvement district, analysis, and a Best Practices workshop for consultants on June 11, 2015.

On June 11, 2015, staff attended the LA BID Consortium meeting in Hollywood.

JUNE 15, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On June 16, 2015, the Council adopted the Ordinance of Intentions for the renewal of the Los Angeles Tourism Marketing District, South Los Angeles Industrial Tract and Granada Hills Business Improvement District and the Annual Planning Reports for the Historic Waterfront, Westchester Town Center, Hollywood Entertainment District, Lincoln Heights Business and Community Benefit District Business Improvement District.

On June 9, 2015, staff met with the CAO relative to the Clean Streets Initiative and best practices for BIDs.

On June 16, 2015, staff attended the N&BID Executive Meeting.

Staff met with the LADWP MOU Fund working group on June 17, 2015.

Staff attended the Public Works Committee meeting relative to the CF Livability item on June 17, 2015.

On June 18, 2015, staff mailed out notice of public hearing and ballot packages for the renewal of the South Los Angeles Industrial Tract and Granada Hills Business Improvement District and notice of public meeting and public hearing for the renewal of the Los Angeles Tourism Marketing District.

Staff attended the Revenue Management Committee meeting on June 18, 2015.

JUNE 22, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On June 22, 2015, staff attended the Clean Streets Initiative Working Group meeting.

On June 23, 2015, the Council held the Public Hearing and the ballots were tabulated for the proposed Pacific Palisades Business Improvement District with 79.44% of weighted ballots in favor and 20.56% opposed to establishment.

On June 23, 2015, the Economic Development Committee approved the Annual Planning Reports for the Arts District Los Angeles, Historic Downtown, and Greater South Park, Business Improvement Districts.

Staff attended the Highland Park Board meeting on June 23, 2015.

On June 24, 2015, Council adopted the Ordinance of Establishment for the Pacific Palisades Business Improvement District.

On June 25, 2015, staff attended a meeting with consultants for the proposed Historic Central Avenue Business Improvement District.

One Public Records Act Request (Lien Letter) was processed.

JUNE 29, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On June 29, 2015, staff met with the consultant for the proposed Central Avenue Business Improvement District to review the Management District Plan and Engineer's Report.

On June 29, 2015, staff participated in the City Recommendations Committee meeting (designated by the LA BID Consortium).

On June 30, 2015, the Council adopted the Annual Planning reports for the Arts District LA, Historic Downtown and Greater South Park Business Improvement Districts and conducted the Public Meeting for the Los Angeles Tourism Marketing District Business Improvement District renewal.

On June 30, 2015, staff met with Systems Division to discuss the creation of templates with pop-up boxes and adding them to the BID Module.

On July 1, 2015, staff met with the Fashion District Business Improvement District to discuss renewal.

On July 1, 2015, staff attended an offsite meeting for the proposed Central Avenue Business Improvement District.

One Public Records Act Request (Lien Letter) was processed.

MARCH 2, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On March 3, 2017, the Council adopted the 2015 Annual Planning Reports for the Fashion District, Encino Commons, Old Granada Village, and Melrose property-based Business Improvement Districts and Ordinance of Establishment for the merchant-based Business Improvement District.

A report for various amendments to LAAC and LAMC for matters affecting business improvement districts was forwarded to Executive Management.

On March 4, 2015, staff held a meeting with the consultant to review the reports for the Los Angeles Tourism Marketing District Business Improvement District renewal.

On March 5, 2015, a meeting was held with the Controller's Office relative to payments for Arts District refund and accounting procedures.

Staff conducted interviews for MA II Monday through Thursday.

MARCH 2, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On March 3, 2017, the Council adopted the 2015 Annual Planning Reports for the Fashion District, Encino Commons, Old Granada Village, and Melrose property-based Business Improvement Districts and Ordinance of Establishment for the merchant-based Business Improvement District.

A report for various amendments to LAAC and LAMC for matters affecting business improvement districts was forwarded to Executive Management.

On March 4, 2015, staff held a meeting with the consultant to review the reports for the Los Angeles Tourism Marketing District Business Improvement District renewal.

On March 5, 2015, a meeting was held with the Controller's Office relative to payments for Arts District refund and accounting procedures.

Staff conducted interviews for MA II Monday through Thursday.

MARCH 9, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On March 9, 11 – Staff participated in the CDA/IDA West Coast Forum conference held in Santa Monica California.

March 12, 2015 – Staff participated in conference call with consultant for the Los Angeles Tourism Marketing District Business Improvement District (LATMD) renewal. Staff attended the Annual Meeting the LATMD.

A report for various amendments to LAAC and LAMC for matters affecting business improvement districts was forwarded to Executive Management.

On March 12, 2015, the LA BID Consortium held its meeting at the Ace Hotel in the Historic Downtown District Business Improvement District.

Two Public Records Act Requests were processed.

MARCH 16, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On March 16, 15 – Staff met with the Controller's Office relative to the Arts District refund with sample data provided to test the remittance information.

March 17, 2015 – Staff participated in conference calls with consultants for the Gateway to LA and Granada Hills Business Improvement District renewals and the proposed Pacific Palisades Business Improvement District.

A report for various amendments to LAAC and LAMC for matters affecting business improvement districts was referred to the Economic Development Committee.

On March 18, 2015, the CAO will present the Livability/Clean Streets Project Update in Council.

Staff attended the Executive Management meeting on March 18, 2015.

Two Public Records Act Requests were processed.

MARCH 23, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On March 16, 15, staff met with the Controller's Office relative to the Arts District refund with sample data provided to test the remittance information.

On March 24-25, 2015, candidates for Student Professional Worker were interviewed and hired to assist with the Arts District refund.

On March 25, 2015, staff participated in conference calls with consultants for the proposed South Park II Business Improvement Districts.

On March 26, 2015, staff participated in conference calls with consultants for the Gateway to LA and Encino Business Improvement District renewals.

March 25, 2015, staff met with the CAO fellow on Livability status.

Staff attended the Executive Management meeting on March 25, 2015.

One Public Records Act Requests was processed.

MARCH 30, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On March 30, 15, the , Arts District refund checks were received for first batch of refunds.

On April 2, 2015, Student Professional Workers start working to process check mailing.

On April 2, 2015, staff participated in conference calls with consultants for the Gateway to LA Business Improvement District renewals.

On April 1, 2015, staff met with the CD 14 staff relative to the Arts District

Staff attended the Executive Management meeting on April 1, 2015.

One Public Records Act Requests was processed.

MAY 5, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On May 5, 2015, the Ordinance of Intention was adopted by Council for the proposed Pacific Palisades Business Improvement District.

The Ordinance of Intention for the proposed South Park II and renewal of the Gateway to LA Business Improvement Districts were forwarded to the City Attorney for review and signature.

On May 6, 2015, staff met with the proponents for the proposed Central Avenue Business Improvement District and participated in a conference call.

Staff attended the Executive Management meeting on May 6, 2015.

On May 5, 2015, a total of 58 checks were mailed for the disestablished Arts District refund in aggregate amount of \$20,937.50.

One Public Records Act Requests was processed.

MAY 11, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On May 13, 2015, the Ordinance of Intention was adopted by Council for the proposed South Park II Business Improvement District.

The Ordinance of Intention for the proposed South Park II and renewal of the Gateway to LA Business Improvement Districts were forwarded to the City Attorney for review and signature.

On May 6, 2015, staff met with the proponents for the proposed Central Avenue Business Improvement District and participated in a conference call.

Staff attended the Executive Management meeting on May 13, 2015.

On May 14, 2015, staff attended the ClerkStat meeting.

The LA BID Consortium meeting was held at Baldwin Hills Plaza on May 13, 2015.

One Public Records Act Requests was processed.

MAY 18, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On May 19, 2015, the Council adopted the Ordinance of Establishment for the reconfirmation of assessments for the Wilmington merchant-based Business Improvement District.

On May 20, 2015, the Council adopted the Ordinances of Intention for the proposed South Park II and renewal of the Los Angeles Tourism Marketing District and Gateway to LA Business Improvement Districts (Continued from May 13 & 15, 2015 Council meetings).

The LADWP MOU Fund Review Committee reviewed 23 applications for funds with 19 approved (three applications were incomplete) for \$115,000 on May 19, 2015.

On May 21, 2015, N&BID Division met to discuss the Process Innovation training.

Staff met with the CAO representative on livability on May 21, 2015.

On May 21, 2015, staff reported on "in-kind" contributions relative to General Benefits pursuant to the response from City Attorney recommending against the practice.

Staff attended the Executive Management meeting on May 20, 2015.

One Public Records Act Request was processed.

MAY 25, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On May 26, 2015, the staff met with the Clean Streets Initiative Group.

On May 28, 2015, staff requested the Economic Development Committee to waive consideration of the South Los Angeles Industrial Tract (Goodyear) Business Improvement District renewal documents for Council consideration of the matter before the County data submission deadline and to waive consideration of corrected Ordinance of Intention for the Los Angeles Tourism Marketing District Business Improvement District renewal

Staff met with the CAO representative on livability on May 28, 2015.

Staff attended the Executive Management meeting on May 27, 2015.

On May 27, 2015 thru May 29, 2015, interviews were conducted for the Management Analyst II position.

One Public Records Act Request was processed.

NOVEMBER 2, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On November 2, 2015, staff attended the Clean Streets Initiatives Working Group – The Bureau of Sanitation will develop a plan for increasing the number of City-owned trash receptacles by 1,250 each year for the next 3 fiscal years. Emphasis was placed on developing a map to indicate the locations of City-owned trash receptacles and sharing this information with the Business Improvement Districts.

On November 3, 2015, the staff worked with the Office of the City Attorney and Bureau of Contract Administration to provide a Minimum Wage Question and Answer Session for businesses within Business Improvement Districts. The session was held in the Controller's conference room.

Staff attended an evening meeting relative to the proposed Gaffey Street Business Improvement District (one of the Mayor's Great Streets) on November 3, 2015.

On November 4, 2015, staff attended the Executive meeting.

On November 4, 2015, staff attended the Open Data for Government Workshop in Santa Monica.

NOVEMBER 9, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On November 9, 2015, invoices totaling \$103,500 for the Chatsworth Merchant-based Business Improvement District were mailed to 365 stakeholders.

The consultant for the new Hollywood Western Business Improvement District submitted for review, a proposed management district plan and engineer's report to establish the District for a 5-year term.

On November 12, 2015, staff attended the LA BID Consortium meeting which was held at the LA Theater in the Downtown Center Business Improvement District.

On November 13, 2015, staff attended an Innovation and Process Improvement Greenbelt Training. The session was held at the Controller's conference room.

Staff attended the Annual Meeting of the Melrose Business Improvement District on November 13, 2015.

Several employees are on vacation this week.

NOVEMBER 16, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On November 16, 2015, staff attended the Clean Streets Initiatives Working Group – The Bureau of Sanitation and Street Services will meet with the Council Offices on November 30, 2015 to brief them on the plan for the trash cans and Neighborhood Council assistance. Internal meetings will be held with the OCB contractors to evaluate cleanliness of streets.

On November 16, 2015, the Westwood Business Improvement District was approved to secure petitions from property owners for a new ten-year term (1/1/2017 - 12/31/2026).

On November 17, 2015, the Council held the public meeting for the reconfirmation of assessments for the Wilshire Center Business Improvement District.

On November 18, 2015, staff provided training on the Brown Act and on contract reporting requirements for the new Pacific Palisades and Central Avenue Business Improvement Districts, and to the existing Studio City, Lincoln Heights and South Park Business Improvement Districts.

On November 18, 2015, staff attended the Executive meeting.

On November 19, 2015, staff attended the Electronic Blue Slip Training session.

NOVEMBER 23, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On November 23 & 24, 2015, staff reviewed the first draft of the Management District Plan and Engineer's reports for the proposed Hollywood Western and second draft of the proposed Venice Beach property-based Business Improvement Districts.

On November 24, 2015, staff attended the 12th Annual Holiday concert in the Gateway to LA Business Improvement District.

The Technical Research Unit continues to review on data for the proposed Hollywood Western Business Improvement District and research refunds for the Arts District, Sylmar and Pacoima Business Improvement Districts.

The Accounts Receivable Unit continues to process returned mail from the invoice mailing for Chatsworth Business Improvement District.

On November 26 and 27, 2015, staff partook of the Thanksgiving Holiday.

NOVEMBER 30, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On November 30, 2015, staff submitted the final draft of the response to the Motion (Fuentes – Blumenfield) requesting identifying the best practices of business improvement districts across the country.

Staff attended the Clean Streets Initiatives Working Group – The Bureau of Sanitation and Street Services will meet with the Council Offices on November 30, 2015 to brief them on the plan for the trash cans and Neighborhood Council assistance. Internal meetings will be held with the OCB contractors to evaluate cleanliness of streets on November 30, 2015.

On December 2, 2015, staff attended the Special Meeting of the Ad Hoc On Comprehensive Job Creation Plan Committee relative to the Motion (Fuentes - Blumenfield) instructing the City Clerk, with the assistance of the Economic and Workforce Development Department and the City Attorney, to report relative to Business Improvement District best practices, legal issues, and policy restrictions.

The Technical Research Unit continues to review on data for the proposed Hollywood Western Business Improvement District and research refunds for the Arts District, Sylmar and Panorama City Business Improvement Districts.

The Accounts Receivable Unit continues to process returned mail from the invoice mailing for Chatsworth Business Improvement District.

On November 26 and 27, 2015, staff partook of the Thanksgiving Holiday.

OCTOBER 12, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On October 12, 2015, the Economic Development Committee approved the reconfirmation of assessments for the Wilshire Center Business Improvement District.

On October 14, 2015, staff attended a meeting at LADWP relative to economic development funding for Business Improvement Districts.

On October 14, 2015, staff attended the Executive Meeting.

Staff attended an evening meeting relative to the proposed Gaffey Street Business Improvement District (one of the Mayor's Great Streets) on October 14, 2015.

On October 15, 2015, staff attended the Division Manager meeting.

One Public Records Act Request (Lien letter) was processed.

OCTOBER 19, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On October 19, 2015, staff attended the Clean Streets Initiatives Working Group – emphasis was placed public engagement training for community clean up and coordination of enforcement activities between PW, Street Services, Sanitation and the Office of the City Attorney.

On October 21, 2015, the City Council approved the reconfirmation of assessments for the Wilshire Center Business Improvement District. The public meeting is scheduled for November 17, 2015 with the final public hearing scheduled on December 12, 2015.

On October 22, 2015, staff attended the Division Process Innovation mapping meeting.

Two Public Records Act Requests (Lien letter) were processed.

OCTOBER 26, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On October 27, 2015, the Council held the Public Hearing and the ballots were tabulated for the proposed Central Avenue Business Improvement District with 78.65% of weighted ballots in favor and 21.35% opposed to establishment. The Ordinance of Establishment was adopted by Council on October 28, 2015.

On October 27, 2015, Request for Proposals for Qualified (RFQ) Consultants for Business Improvement District Formation was released on the City's Business Assistance Virtual Network (BAVN). By 6:00 a.m. on October 28, 973 BAVN users had viewed the RFQ. The RFQ will be open for six months to May 2, 2016.

On October 28, 2015, 957 notices, ordinances of intention and 2016 Annual Reports were mailed out for the renewal of the Wilshire Center BID's 21st operating year. The Final Hearing and Ordinance to renew the BID will be heard in Council on December 15, 2015.

OCTOBER 5, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On October 1, 2015, the South Park BID was honored with the Global Pinnacle Award for improvements in public space by the International Downtown Association at its 61st Annual Conference in San Francisco, CA.

On October 8, 2015, the Division continued the Process Improvement and Innovation mapping of its activities.

The TRU Staff continue developing the databases for the merchant-based business improvement districts 2016 reconfirmation of assessments.

On October 6, 2015, staff prepared a flyer to advertise the coordinated training of the City Attorney's Office, Public Works Contract Administration and the LA BID Consortium for the businesses within business improvement districts on the new Minimum Wage Ordinance to be held on November 3, 2015.

From September 30, 2015 – October 2, 2015, staff attended the IDA Conference and reported efforts of business improvement districts across the country including their management of public parking lots/structures as joint profitable public private ventures, efforts to assist in ending homelessness and inclusivity of various ethnic groups like Google and Silicon Valley Tech firms.

On October 7, 2015, staff reviewed the 3rd draft of the Westwood Business Improvement District's renewal management district plan and Engineer's report.

On October 7, 2015, staff attended the Executive Meeting.

Staff attended an evening meeting relative to the proposed Central Avenue Business Improvement District on October 7, 2015.

SEPTEMBER 7, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On September 9, 2015, the public hearing notices were mailed for the establishment of the proposed Central Avenue Business Improvement District and reconfirmation of assessments of the Chatsworth Business Improvement Districts.

The Sherman Oaks Village Business Improvement District has a new Executive Director, Vicki Nussbaum.

Pacific Palisades and Old Granada Hills Business Improvement Districts' Administrative contracts were mailed out September 8, 2015.

The TRU Staff are developing the databases for the merchant-based business improvement districts reconfirmation of assessments.

Staff attended the LA BID Consortium meeting held in Little Tokyo on September 10, 2015.

Several employees are on vacation this week.

SEPTEMBER 14, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On September 14 & 15, 2015, the Division continued the Process Improvement and Innovation mapping of its activities.

On September 15, 2015, staff attended the Highland Park Board meeting.

Staff is working on the 2016 Annual Planning Report templates for the property-based business improvement districts and mailing out reminder letters.

The final notices for the Los Feliz merchant-based were mailed on September 15, 2015.

The TRU Staff are developing the databases for the merchant-based business improvement districts 2016 reconfirmation of assessments.

On September 17, 2015, staff attended the Revenue Management Committee meeting facilitated by the office of Finance.

SEPTEMBER 21, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On September 22, 2015, the Council adopted the Ordinance of Establishment for the Chatsworth Business Improvement District for June 1, 2015 through May 30, 2016..

On September 24, 2015, the Division continued the Process Improvement and Innovation mapping of its activities.

On September 24, 2015, FMS training was provided to the BID Analyst to provide Level 1 approvals.

Staff completed to work on the 2016 Annual Planning Report templates for the property-based business improvement districts and mailed out reminder letters to the applicable property-based districts.

The TRU Staff are developing the databases for the merchant-based business improvement districts 2016 reconfirmation of assessments.

Staff worked with the City Attorney's Office and the LA BID Consortium to establish a training session for the businesses within BIDs on the new Minimum Wage Ordinance.

A professor from Texas A&M University, Department of Landscape Architecture and Urban Planning, has requested City Clerk collaboration/community for a grant application to study business improvement districts. A copy of the proposal has been requested for review/decision.

SEPTEMBER 28, 2015 WEEKLY REPORT

Neighborhood and Business Improvement Districts:

On September 28, 2015, the Staff attended the Clean Streets Initiatives Working Group meeting – discussion centered on outreach for participation by the Neighborhood Councils in the Mayor's Volunteer Corps and continued clean street assessment ratings.

On September 29, 2015, the Division continued the Process Improvement and Innovation mapping of its activities.

On September 29, 2015, staff met to view a demo of a Quickbase application for project monitoring.

The TRU Staff continued developing the databases for the merchant-based business improvement districts 2016 reconfirmation of assessments.

Staff continued working with the City Attorney's Office and the LA BID Consortium to establish a training session for the businesses within business improvement districts on the new Minimum Wage Ordinance to be held on November 3, 2015.

On September 29, 2015, staff reviewed and approved a proposal from a professor from Texas A&M University, Department of Landscape Architecture and Urban Planning, requesting City Clerk collaboration/community partnership for a grant application to study business improvement districts. A copy of the proposal was requested and reviewed.

On October 1, 2015, staff submitted 1022 paperwork relative to releasing a Request for Proposals for a consultant to prepare a Public Information Campaign for the Neighborhood and Business Improvement District Program; and a RFQ for CPA firms to audit the individual business improvement districts and hotels for the Los Angeles Tourism Marketing District.

From September 30, 2015 – October 2, 2015, staff attended the 61st Annual International Downtown Association Conference in San Francisco, CA. The Conference will focus on how innovation, inclusion and inspiration bridge common issues facing downtowns and urban districts from coast to coast. In addition to the knowledge gained at the workshops of trends affecting business improvement districts, conference attendance affords the opportunity to network with colleagues in other cities, states, and countries.